MyDisc
User's Manual

Revision 3

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1

Introduction

Introducing *MyDisc*

Congratulations for choosing ***MyDisc***, Microtech Systems' leading-edge software. By acquiring this product, you have become a member of an elite group of computer users, expanding your capabilities beyond what was possible just a short time ago.

MyDisc is unique because it gives you the power to create your own CDs, with exactly the content you want and with your own printed information right on the disc. The content can be any files available to you on the local area network you're connected to. The printed information can be any text you want, laid out and formatted as you like, and imprinted over pre-printed CDs if you desire.

Versions of *MyDisc* This Manual Applies To

This manual covers version **1.1** of MyDisc, up to the next major release (which should be 2.0). The version number can be found by selecting **`About MyDisc`** from the **`Help`** menu.

Introducing This Manual

This manual is your friend. It will guide you through the entire process of using ***MyDisc***, starting with installing it. In addition to information for the user, it also contains instructions on setting up and maintaining the software for the system administrator whose job it is to keep users happy. (This information is found in the **Appendix** of this manual.)

If you're installing ***MyDisc*** yourself, then just follow through this manual in sequence. (You can skip the part mentioned above if you're not a system administrator.)

What Exactly is *MyDisc*, And What Does It Do?

MyDisc is software—computer programs—which gives the users in an organization the capability of creating custom CDs right from their desktop, using a local area network. There are two pieces of software; one, a program to set up custom CDs which runs on each user's workstation; the other runs a CD creation "server" which actually produces (writes and prints) the custom CDs.

Users on the network in the organization can use the ***MyDisc*** software on their workstation to create custom CDs, selecting the files they want to go on the disc and setting up the printing which will appear on the top of the disc. When the disc is set up, the user tells the CD creation server to make the disc. After the disc is made, the user simply walks over to the CD creation machine and picks up their disc, ready to use. The ***MyDisc*** CD creation service is similar to the shared laser printers found in many workplaces.

What Do I Need to Use *MyDisc*?

MyDisc requires certain equipment (hardware) to create CDs:

A CD-R production system:
At present, only the Microtech ImageMaker/ImageAutomator CD-R production system is supported as a hardware "platform". This system functions as a CD-R server on a network (see below) and includes a computer system for the ImageMaker system software, the ImageAutomator robotic CD handler and one or more CD printers installed on the ImageAutomator. (It can optionally include the ***ImageAligner*** hardware and software for printing on pre-printed CDs.)

A local area network:
Both the computer you run ***MyDisc*** on and the CD-R production system must be connected to some type of local area network (such as a Microsoft Windows, Novell or Unix network). The network includes one or more network server computers, the network interface controller card in each workstation, and any cabling and other hardware connecting servers to workstations.

Limitations of *MyDisc*

Before you start using ***MyDisc***, you need to understand what it can do and its limitations. This will help avoid asking it to do something it isn't capable of doing.

***MyDisc* can only copy network files:**
When you make custom CDs at your workstation, you can only select files which reside somewhere on the network you're attached to. (The files will be either on a file server, or on another workstation with a shared drive.) You cannot select files on any of your own (local) drives.
This seems strange: why can't I use files on my own computer? The reason is that the actual file transfer—locating and copying the files to CD-R discs—takes place on the production system, which is a remote computer on the network, like yours. The production system can't "see" your local drives (unless they're made shared), so it can't pull any files from them.

> The one exception to this rule is when you run ***MyDisc*** on the disc production system itself. This is covered (in the chapter titled **Premastering CDs with the *ImageAutomator 150***) in the *ImageAutomator 150 CD-R Production System User's Manual*.

Tip:

To put files on your local computer onto a CD, first copy these files to a network file server, then use ***MyDisc*** to select these files. When you're finished making your discs, you can delete the files from the network.
Another way to get files from a local hard disk onto CD is to make the local hard drive **sharable** (set up as a shared device) on a network. The hard disk will then be "visible" to the production system, and any files on that drive can be copied to CD. The disadvantage of this method, however, is that other users on the network will now have access to that hard drive as well, which may or may not be desirable.

2

Installing *MyDisc*

Before you take advantage of ***MyDisc*** on your computer, you need to install it and set it up. If you work in an organization where you have computer administrative services, this task may be taken care of for you, in which case you can proceed to the next chapter to learn how to use ***MyDisc***. Otherwise, read this chapter.

Setting up ***MyDisc*** consists of two parts:

1. Installing the software on your computer
2. Configuring ***MyDisc*** to operate correctly on your computer

> ***Note to system administrators:*** A third part of setting up ***MyDisc*** in an organization is configuring the disc production system properly to handle job requests from user's workstation. This configuration is covered in the **Appendix** to this manual.

Installing *MyDisc* Locally or Remotely?

You have the choice of installing ***MyDisc*** either **locally**—that is, actually installing the software on each user's workstation (computer system)—or **remotely**, where only a shortcut to the software is installed on the user's workstation and the software actually resides on a network server.

The advantages of running ***MyDisc*** remotely are:

It's easier to upgrade the software when new releases come out, since only a single copy of the software need be replaced.

The software can be configured with the same defaults for all users, so that all users start out with the same settings. (Users can still change their own configurations to suit themselves.)

The decision on which way to install ***MyDisc*** will normally be made by a system or network administrator whose responsibility is maintaining the network as well as user's systems. The instructions below cover local installation. For remote software installation, refer to **Remote Installation of *MyDisc*** on page 40.

Installing the *MyDisc* Software

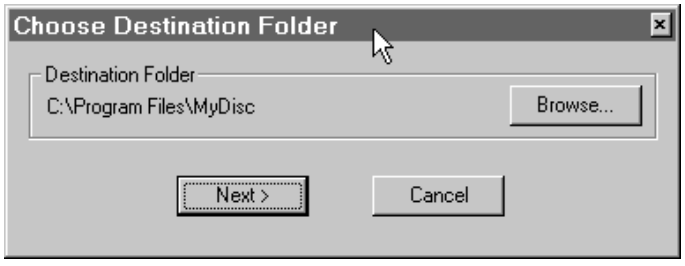
The ***MyDisc*** software in this package is on a CD. To install this software on your computer, follow the steps below.

1. Put the CD in your computer's CD-ROM drive. After the disc is recognized, the installation utility should automatically start and its window should appear on the Windows desktop. When it does, skip to **step 2** below. If it *doesn't* automatically start, you'll need to start it yourself. You can either use the Windows button or use Windows Explorer to find and run the program:

   Using The Windows Button:
   Click this button, then choose **Run...** from the menu which pops up. The **Run** dialog will open. Click the **Browse** button. In the **Browse** dialog, choose the CD-ROM drive with the installation disc in it. On this disc, locate the file called **Install** (or **Install.exe**). Click on this file to select it, then click **Open**. Back in the **Run** dialog, click **OK** to start the installer.

   Using Windows Explorer:
   Open Windows Explorer. In the left-hand pane, select the CD-ROM drive with the installation disc in it. Click on the drive's icon to display its contents in the right-hand pane. Locate the file called **Install** (or **Install.exe**)and double-click on this file to start the installer.

2. After showing a colorful "splash screen", the installation program will appear as shown below.

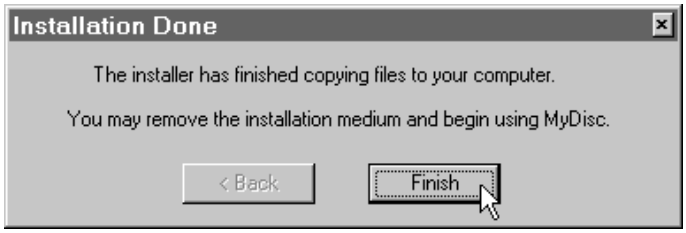


The installer lets you choose where you want the ***MyDisc*** software installed on your computer. By default, the following folder will be used:

```
C:\Program Files\MyDisc
```

To install in this folder, just click the Next > button. If you want to install the software somewhere else, click the Browse... button. This will open a browser which lets you pick the drive and folder. After selecting the new location, click Next >.

The following window will appear when the installer has successfully copied the program files to the selected folder:


Installation Done
The installer has finished copying files to your computer.
You may remove the installation medium and begin using MyDisc.
< Back
Finish

Click Finish. Now is a good time to create a Windows desktop "shortcut" to the software (an icon on the desktop you can click on to start the program). There are several ways to do this, depending on where the shortcut will be placed. (A shortcut can go directly on the desktop, in a folder on the desktop, or in the Windows **Start** menu.) Probably the easiest way to create a shortcut is directly on the desktop:

3 **Right-click on any open space on the Windows desktop**. (You'll need to close or minimize application windows if you can't see the desktop.) From the menu which pops up, select **`New→ Shortcut`**.

4 Follow the directions in the **Create Shortcut** dialog. Instead of typing a command line in the first part, click the Browse... button to open a standard Windows file selector. Locate the **`MyDisc.exe`** application where it's installed on the workstation's hard drive (this will be the same folder you selected in step 2 above). In the next step, do just what the dialog title says: **Select a Title for the Program** (hint: you don't have to name the shortcut "Shortcut to…").

You can now use ***MyDisc*** by double-clicking its icon, shown here. (There's no need to restart your computer.)

3

Using *MyDisc*

Before you start using ***MyDisc*** to create discs, read this chapter to learn about its basic operation and some general concepts it will be helpful to understand. Don't worry—most of these this is simple and even common-sense! There are a few "advanced" concepts for those of you who have special CD-making needs; for most users, though, the basics are all that is needed.

Making discs with ***MyDisc*** consists of the following two tasks:

1 **Selecting the files** you want to put on your disc.

2 **Creating the print layout** with the text which will print on the disc.

Each of these tasks has its own on-screen "tab" which contains the tools and fields you need to do the task. When you're done selecting the files and created the print layout, you go to the third tab to select the number of disc copies. Then you click the button to start the disc-making process.

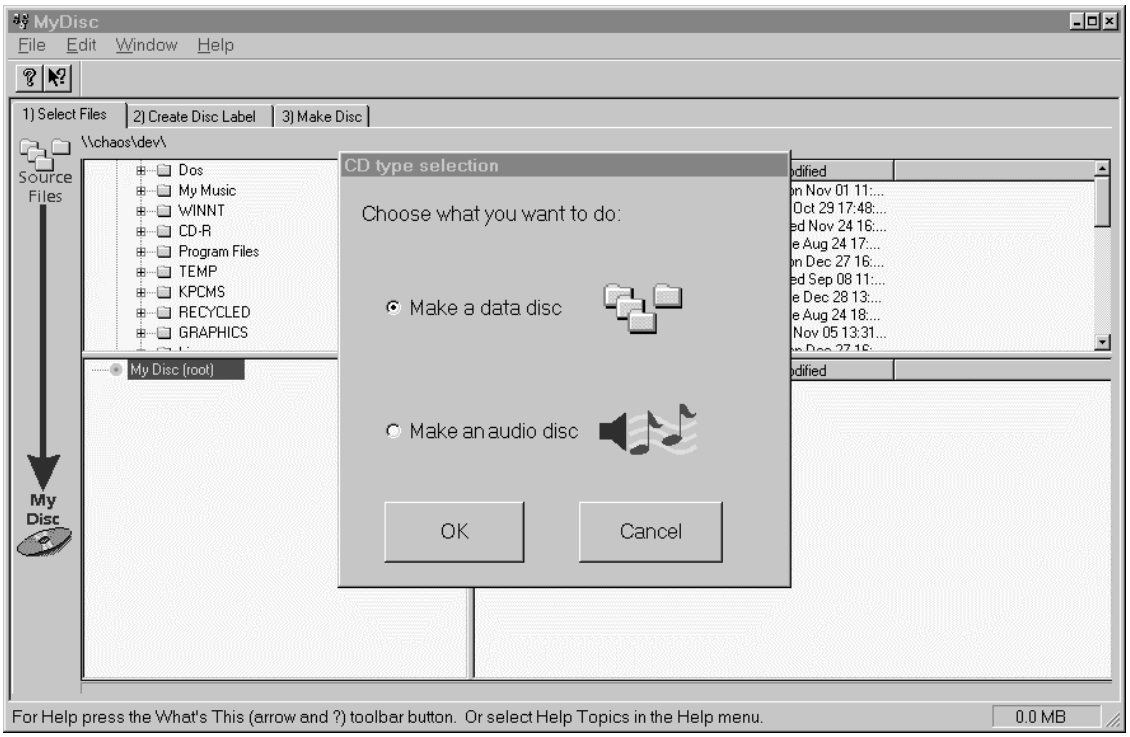
After that, all you need to do is to go to the ***MyDisc*** CD-R production station where the discs are being made and pick the discs up from the "output" stack when they're done.

Starting the *MyDisc* Desktop Application

To start the ***MyDisc*** desktop application, double-click the icon on the Windows desktop (shown here at the right). When the program starts, you'll first see a colorful "splash screen". After this stays up for a few seconds, the first thing you'll see will be a dialog which asks you what type of disc you want to make.

Decision Time: What Type of Disc Do You Want To Make?

After ***MyDisc*** starts, you'll be asked what you want to do. The dialog which asks you what type of disc you want to make is shown below.



You need to know what kind of disc you want to make before you start, because data discs are fundamentally different from audio discs. Data discs contain "computer"-type data: graphic images, databases, spreadsheets, documents, etc. Audio discs contain music or other recorded material. Click the button for the type of disc you want to make, then click OK.

After you make your selection, the file selection "tab" will be shown. The file selector used when making data discs is slightly different from the one used for audio discs. The file selection details for both types are covered below. We'll start by telling you how to make a data disc. (For instructions on selecting tracks for an audio disc, skip ahead to page 14.)

Three Steps to Making a Disc, Three Tabs

No matter what type of disc you're making, there are three steps to making a disc. Each of these steps has a separate "tab" in ***MyDisc***. These tabs are selected by clicking on the tab along the top of the window, below the menu and toolbar. The tabs are:

1) Select Files: † choose the files and folders you want to put on your disc

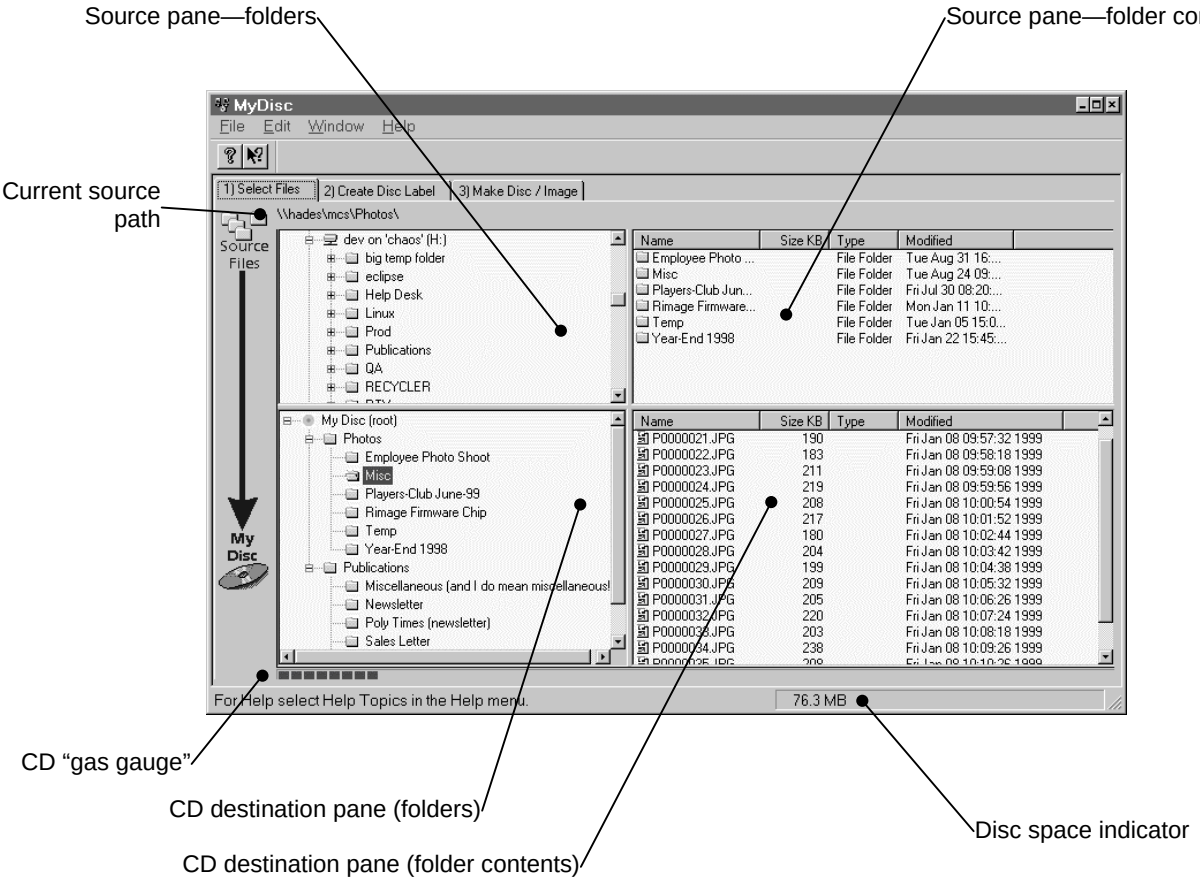
2) Create Disc Label: select the text you want to print on your disc

3) Make Disc/Image: select the number of discs (and other options), then "make it so".

† When you're making an audio disc, this tab will say "**Select Tracks**" instead.

Step 1(a): Selecting Files and Folders for a Data Disc

After you select the type of disc you want to make (a data disc in this case), you'll be looking at ***MyDisc***'s file selection tab. This window is shown below here.



Notice how the selector is divided into 4 "panes". The upper two panes are the "source" ones, while the lower two are "destination" panes. You get the files you want to go on your disc by selecting them and dragging them from the upper panes to the lower-left pane. Select an item by clicking the left (or primary) mouse button on the item; drag the item by moving the mouse while keeping the mouse button held down.

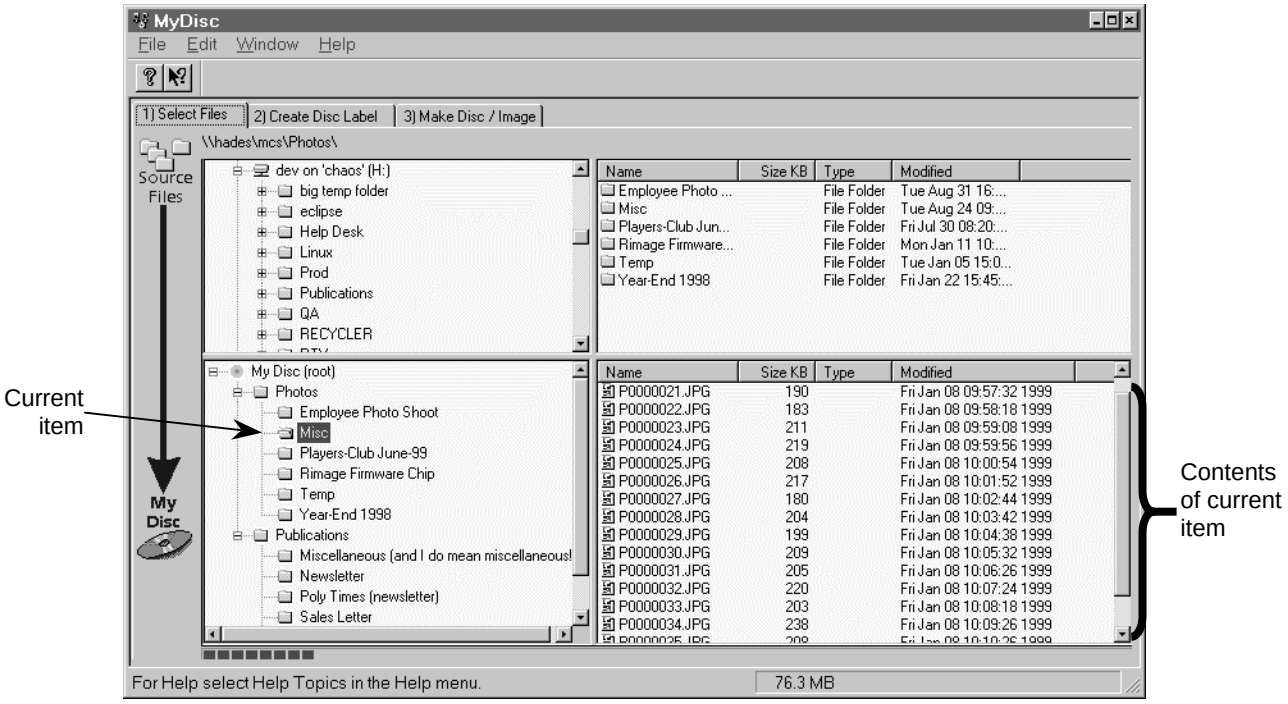
> Only files and folders which reside on a network file server can be selected. You cannot select any files or folders on your workstation's local hard drive or other local data storage devices.

The panes are also divided to show folders (on the left side) and the contents of the currently-selected folder (the right side). You can drag items from either top pane to either bottom pane:

To place an entire folder on your disc, drag the folder from the upper-left hand pane. This will bring in the folder and its entire contents (including any folders inside that folder, and any folders inside those folders, and so on).

To place a particular file or folder from the currently-selected folder (or a selection of multiple files) on your disc, select and drag the files from the upper-right hand pane.

You can drag items (folders and files) to any place in the lower panes. In the following section, the *current item* refers to **whatever item is displayed in the lower right-hand pane**. (This will always be the contents of a folder in the lower left-hand pane.) In the display shown below, the folder **`Misc`** is the current item (its contents are shown on the right).



Here's how you choose where an item will go on your disc:

> For advanced file-selection techniques which allow you to quickly select multiple files and folders, turn to page 16.

If you drop the dragged item **directly over a folder** in either lower pane, the dragged item will go into that folder.

If you drop the dragged item **outside of any items** in the lower left pane (that is, in the clear space in the pane), the dragged item will go into the **root of the CD**—that is, at the "top level" of the disc volume.

If you drop the dragged item **outside of any items** in the lower right pane (in the clear space in the pane), the dragged item will to into whatever folder is currently open in the lower left pane.

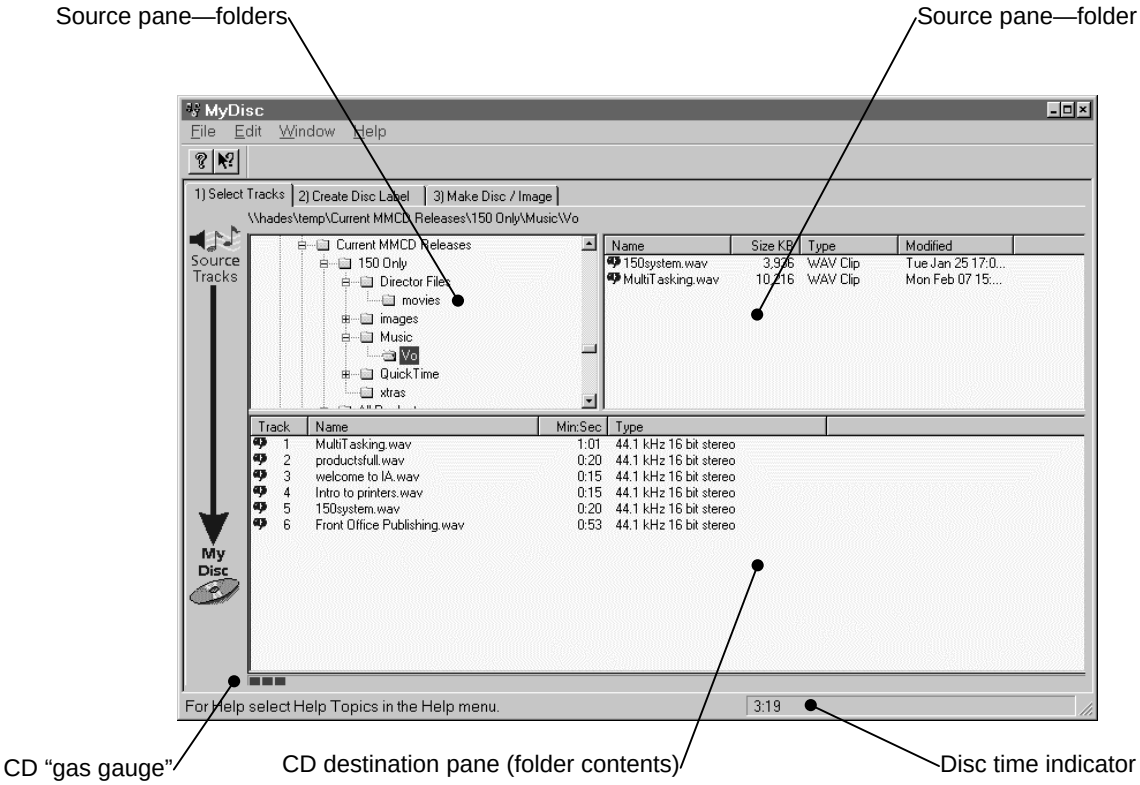
So in the previously shown example, if you drag an item (folder or file) from anywhere on the top to the bottom left pane and *don't* drop it directly over any item, the dropped item will go into the root of the disc (indicated by "**My Disc (root)**" in the lower left pane).

As you build your CD, check the "gas gauge" and the disc space indicator to see how much space you have left on the disc. As you add items, the gauge extends to the right. The disc space indicator at the lower right shows the amount of disc space used in megabytes. (If you try to choose an item which is too big to fit the available space on the disc, you'll get a warning message.)

Now that you're done selecting files for your data disc, skip ahead to **Step 2: Creating a Label for Your Disc** on page 16.

Step 1(b): Selecting Tracks for an Audio Disc

After you select the type of disc you want to make (a data disc in this case), you'll be looking at ***MyDisc***'s file selection tab. This window is shown below here.



Notice how the selector is divided into 3 "panes". The upper two panes are "sources", while the lower one is a "destination" pane. To make your disc, drag the tracks you want from the source (upper-right pane) to the destination (lower pane). Select a track by clicking the left (or primary) mouse button on the track; drag the track by moving the mouse while keeping the mouse button held down.

> Only audio tracks which reside on a network file server can be selected. You cannot select any tracks on your workstation's local hard drive or other local data storage devices.

The panes are also divided to show folders (on the left side) and the contents (tracks) of the currently-selected folder (the right side). Only files which are valid audio tracks will be shown in the current folder. As you add tracks, the CD "gas gauge" and disc time indicator are updated to show how much space you've used on the disc. (The time indicator shows the total play time in **minutes:seconds**.)

Selecting audio tracks is simpler than selecting files for a data disc (explained starting on page 12). For an audio disc, there are no folders on the destination (the audio CD), so you simply select and drag individual tracks or groups of audio tracks from the source.

> For advanced file-selection techniques which allow you to quickly select multiple tracks, turn to page 16.

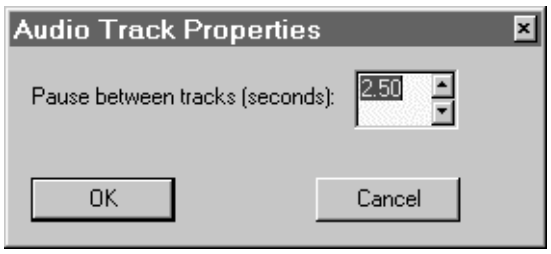
Arranging Audio Tracks on Your Disc

You can arrange the order of audio tracks on your audio disc as you select the tracks. The order shown in the bottom pane is the order in which the tracks will play, just as with any ordinary music CD. You can rearrange the tracks in the lower pane by simply picking up and moving tracks.

To move a track, select it by clicking on it with the primary mouse button. Move the selected track by continuing to hold down the mouse button. Let go of the mouse button to drop the track where you want it to go.

Changing the Pause Between Audio Tracks

Tracks on an audio disc are separated by **pauses**, which are small amounts of silence. Normally, ***MyDisc*** places exactly 2 seconds of silence between tracks. You can change the amount of pause between the end of a track and the beginning, either by double-clicking the track in the lower pane, or by right-clicking (using the alternate mouse button) on the track. This will open the following dialog:



Set the desired pause time either by typing the time in directly, or by using the "spinner" control (the little arrows) to change the time by hundredths of a second. Click OK to change the pause time, or Cancel to leave the pause time unchanged. Remember that you are changing the pause time between this track and the next one. To eliminate the pause entirely, set the time to 0.

Now that you're done selecting tracks for your audio disc, skip ahead to **Step 2: Creating a Label for Your Disc** on page 18.

Advanced File Selection: Selecting Multiple Items

The "tricks" described here allow you to easily select multiple files (data files or audio tracks) and file folders for either data or audio discs. These are all standard Windows file-selection techniques which work in most (not all) applications which use some kind of file browser, similar to Windows Explorer.

Selecting Multiple Folders and Files

There are two kind of multiple selections for files and folders:

Range selections, where a **contiguous group of folders or files** is selected by marking the start and end of the range

Random selections, where you add folders or files individually to the selection

To make a range multiple selection:

There are two ways to make a range selection. One is by using the

key and clicking, while the other is by using *marquee selection* with the mouse only.

To make a range selection by using the keyboard and clicking:

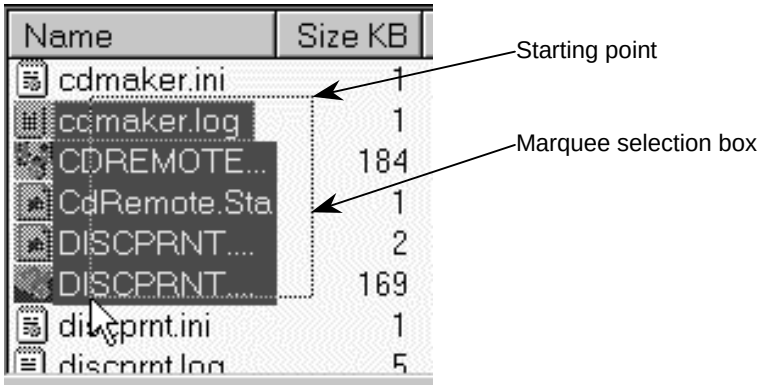
1. Select the first item in the range by clicking on it.
2. Move to the last item in the range. (You may need to scroll down in the pane to get to it.) Hold down the

key, then click on the last item to select the entire range.

To make a range selection by using marquee selection:

> Marquee selections are also known as **rubberband** selections, because the box you drag out with the mouse wraps around the selection like a rubberband.

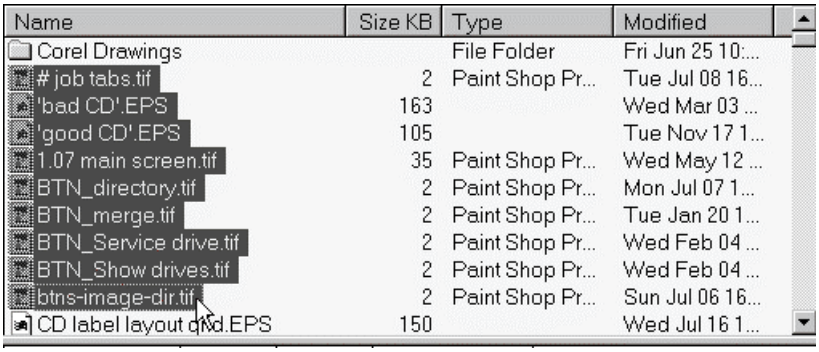
1. Start the marquee selection by clicking near the first item in the range you want to select. You must click in the empty space *outside* of the name of the file or folder you want to select.
2. Drag the marquee selection by moving the mouse with the button held down. You'll see the marquee box, which is a dotted-line box with its corner where you started the selection. Drag this selection to cover the range of files you want to select.



3. Complete the marquee range selection by letting go of the mouse button after all the items you want have been selected.

When you click on the last item (using the

key) or let go of the marquee selection, the entire range will be highlighted to show that it's selected.



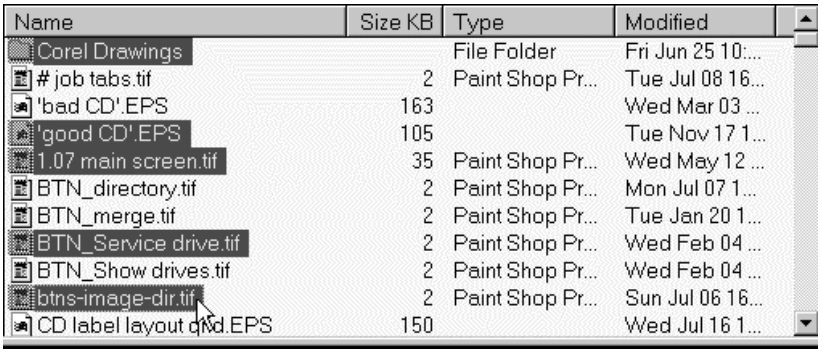
To make a random multiple selection:

1 Select the first item by clicking on it.

2 Select each subsequent item by holding down the

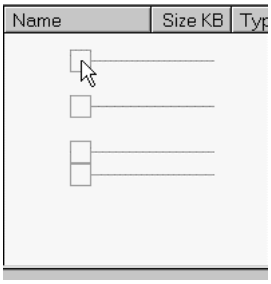
key and then clicking on the item to add it to the selection. Be sure to keep this key held down until you've selected all items.

Each selected item in the random selection will be highlighted.



To drag a range or random selection:

Once you've made either a range or random multiple selection, you must click **within the selection** in order to drag it. Click directly on any of the highlighted items, then hold down the mouse button to drag the selection. When you drag a multiple selection, you'll see a "ghost" outline of the items being dragged:



To cancel a range or random selection:

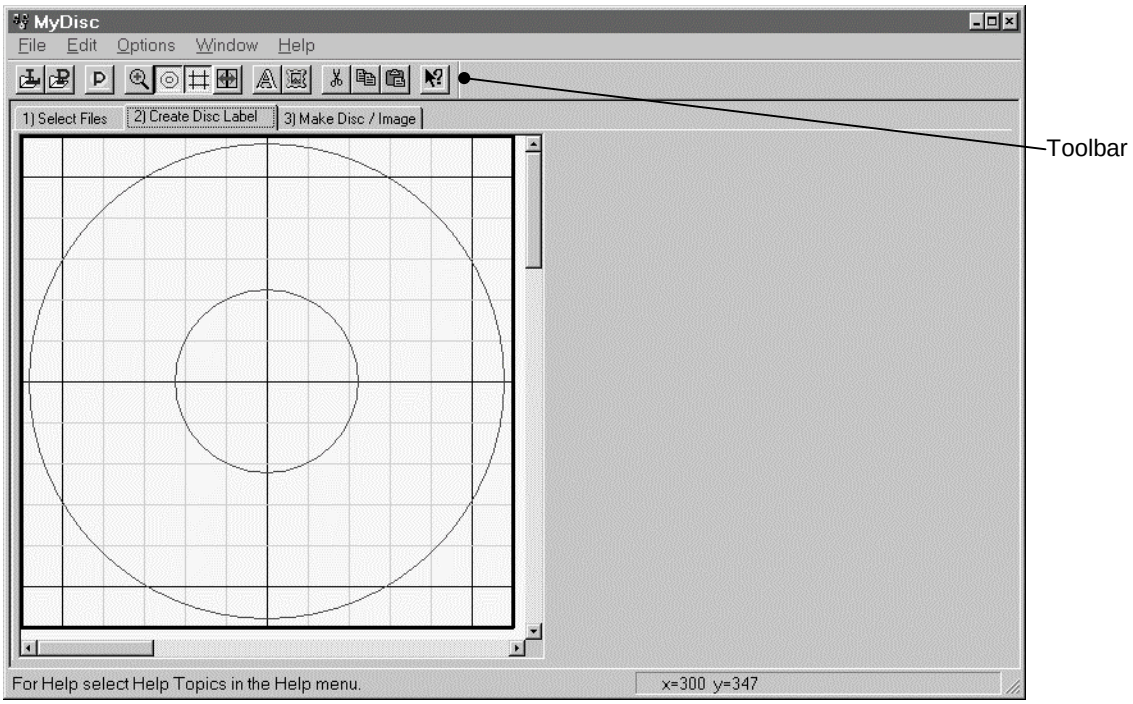
If you make a multiple selection, but then decide you don't want to use it after all, simply click on any item inside the pane where you made the selection to cancel the multiple selection (whatever you click on will be selected as an individual item instead).

Step 2: Creating a Label for Your Disc

After you've selected the files for your disc, it's time to move to the next tab to set up the label which will be printed on the disc. You can put both text and pictures on a disc. With the ***ImageAligner*** option installed on the disc production system, you can even imprint text on discs with pre-printed artwork.

If you don't want any printing on your disc for some reason, then you can skip this part of the process. Just make sure that the disc printing layout shown on this tab is completely blank. (If it's not, you can clear any items there by selecting the **`New layout`** item from the **`File`** menu when this tab is open.)

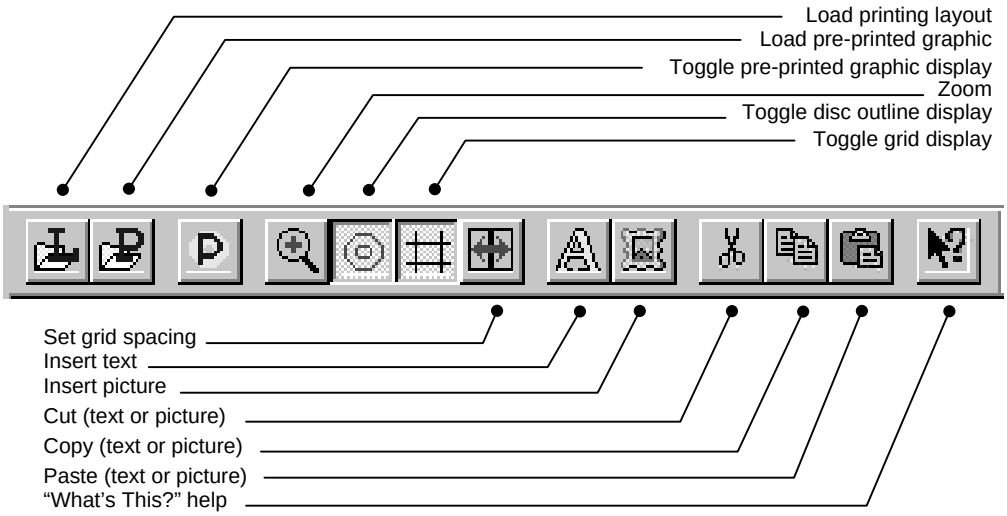
Click on the **Create Disc Label** tab, shown above, to open it. The tab display will appear as shown below.



The display shows the disc's "playing field", the circular area where you can put text and pictures. (You can turn the disc boundary and gridline displays on or off; see page 28.)

The Disc Label Toolbar

The disc label toolbar, located just under the menu headings at the top of the window, make several useful functions available by just clicking a button. This toolbar and its buttons are shown here below.

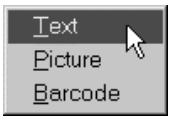


Creating a New Printing Layout

To create a CD printing layout, you put text and pictures on the disc where you want them to print. There are two ways to insert these items:

1 By using the **toolbar buttons**, you can insert text or pictures, then move them where you want them in the layout. The first button on shown here inserts text while the second inserts pictures. If you want to insert a barcode item, you'll need to use the "right-click" method below.

2 You can **right-click** (using the "alternate" mouse button) to get the small menu (shown to the right here) to "pop up". Select the type of item you want to insert from the menu. (When you move the pointer, notice that your position on the CD grid is shown at the lower right corner. This is the position where the item will be inserted in the layout.)



3 You can select **Add text**, **Add picture** or **Add barcode** from the **`Edit`** menu.

With either selection method, the insertion dialog corresponding to the type of item you selected will appear. There are three types of items you can insert:.

Text items:
There are two kinds of text items you can place in a layout:

- **Single-line text items** are just that: one line of text, of any length.
- **Text boxes** include multiple lines of text within a box. A text box is created any time you insert more than one line of text in the **`Text Properties`** dialog. You move to a new line by using the **`<Enter>`** key. The box around the text is conceptual only (it doesn't print on discs). The text within the box can be aligned to the left, center or right of the box.

Pictures:
Pictures are bitmap or vector-based digital images which can be placed anywhere on a layout.

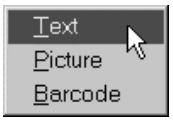
Barcodes:
Barcodes are special text items which encode text

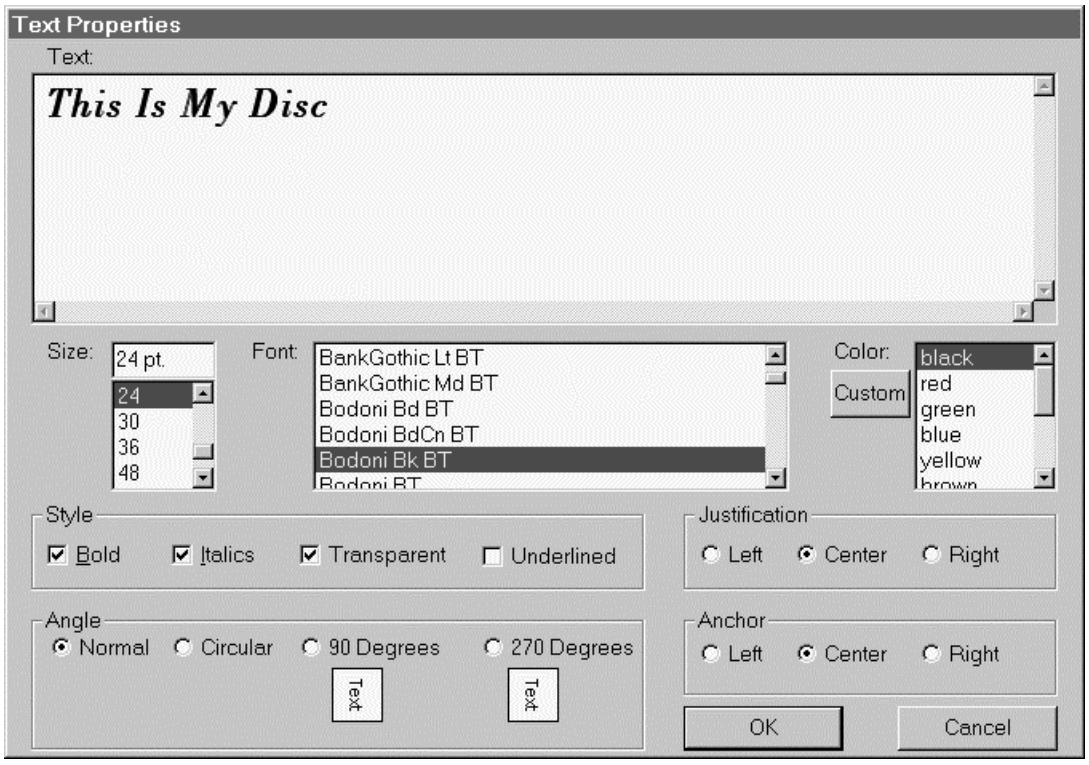
> Barcodes require special barcode fonts which are available from Microtech. Contact your dealer or sales representative for information.

(letters and numbers) as standard machine-readable barcode characters.

Inserting Text Items in a Layout

Click the insert text toolbar button ( ) or right-click where you want the text item placed, then choose **Text** from the pop-up menu. The following dialog will appear. Fill in all appropriate items, then click **OK** to insert the text. Click **Cancel** instead if you decide you don't want to insert the text after all.





Text:
Type the text you want to appear in the text item here. You can also paste text from other Windows NT applications to include non-keyboard symbols in the text.

Size:
Specify the size of the text (in points) here.

Font:
Specify the font you want to use for the text here. A list of all fonts available on the ImageMaker Windows NT system will appear here; click on the font you want to select it.

Color:
Select the color you want the text to appear in from the list in the box. To select any custom color, click the Custom button; this opens a standard Windows color-selection dialog.

Style:
Click any check items here to select the desired style to apply to the text.

- **Bold** and **Italics** apply these characteristics to the text in the usual way.
- **Transparent background** controls how text is printed over bitmap pictures (either a background image or a picture). When this attribute is chosen, whatever is in an underlying picture will show through the text printed over that picture.

Tip: if any text prints over pictures on your layout, experiment with *background transparency* by doing some test prints to determine how the final result will actually look before starting production.

Otherwise, a white (or non-printed) area will be printed around the text over the picture. (See below for an explanation of text transparency.)

Justification:
Select the alignment you want to apply to the text item here. This is the horizontal alignment in relation to the entire text selection (a box for non-circular text); **Center** will center all text within this box.

Anchor:
This setting determines which part of the text item—left side, center or right side—will snap to the "playing field" grid lines when the **Snap to minor grid** option is enabled in the **Options** menu. (See page 26 for more details on using object snap.)

Angle:
This item sets the angular position of the text item. There are four choices:

- **Normal:**
  Text will be aligned horizontally.
- **Circular:**
  Text will be arranged in a circular path around the CD. The text will always be concentric with the center of the disc. The beginning and end of the arc formed by the text depend on where you place the text on the layout.
- **90 Degrees:**
  The text will be aligned vertically, starting at the bottom reading upwards.

- **270 Degrees:**
  The text will be aligned vertically, starting at the top reading downwards.

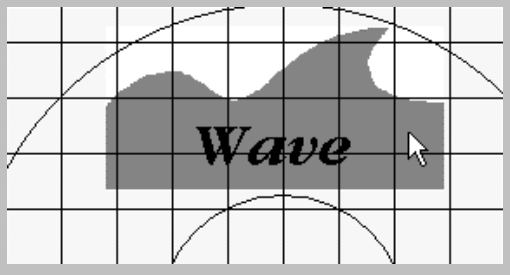
A Note on Text Transparency

As explained above, the **Transparent background** item in the **Style** choices controls how text is printed over bitmap pictures. Specifically, this choice controls whether the bitmap picture will show around the text or not. Here's what happens in both cases:

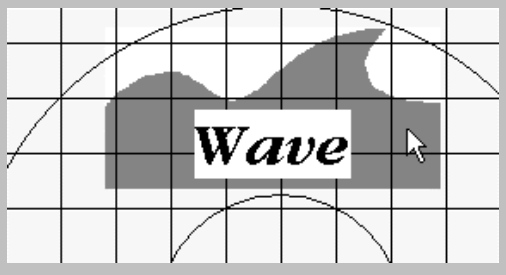
If the **Transparent background** item is selected, then the bitmap picture will show through all around behind any text which prints over that picture.

If the **Transparent background** item is *not* selected, then a "white" (meaning non-printing) box will surround any text which prints over a picture.

The illustrations below show how this works:



Text with transparent background



Text without transparent background

Positioning Text Items in a Layout

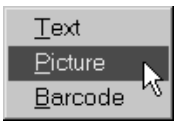
The two types of text items—single lines and text boxes—are each handled a little differently when it comes to how the text is positioned on the layout. Here's how each type works:

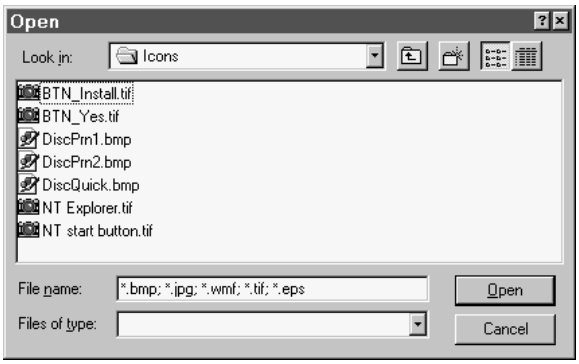
Single-line text items:
This is the simplest case. The text is positioned wherever you place it on the layout. The **Justification** setting has no effect on positioning for single-line text items. The **Anchor** setting controls how the text item will snap to the "playing field" grid if the **Snap to minor grid** option is enabled. (See page 22 for more information on **Anchor**.) The **Angle** setting controls the item's angular position.

Text boxes:
These are multiple-line text items. The position of the entire item is wherever you place it on the layout. However, the position of each line text within the text box is controlled by the setting of the **Justification** control (**Left**, **Center** or **Right**). For **Left** justification, all text is aligned to the left side of the text box; for **Center**, the center of the box, and so on.
The **Anchor** setting controls. how the text item will snap to the "playing field" grid if the **Snap to minor grid** option is enabled.

Inserting Pictures in a Layout

Click the insert picture toolbar button ( ) or right-click where you want the picture placed, then choose **Picture** from the pop-up menu. The following dialog will appear. Select the file containing the picture you want to insert, then click **OK** to insert it. (Click **Cancel** instead if you decide you don't want to insert the text after all.)





The picture file must be in one of following types of picture formats:

File Extension	File Type
.BMP	Windows/OS-2 bitmap pictures
.JPG	JPEG (Joint Photographic Experts Group) pictures
.EMF	"Enhanced" Windows metafile format (vector)
.TIF	Tagged-image file format (TIFF) †

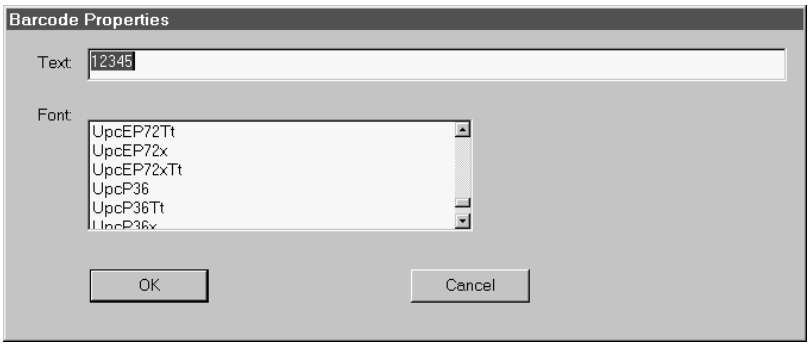
† Only *uncompressed* TIFF files can be used with ***MyDisc***.

Once you have inserted a picture into your printing layout, you have several editing functions available to modify how and where the picture will print. See the section **Editing Items in a Layout** starting on the next page.

> ***Important!***
> If you are going to print on pre-printed discs, using the ***ImageAligner*** option, you cannot place any pictures in the disc layout. (Only text can be rotated by ***ImageAligner***.)

Inserting Barcodes in a Layout

When you choose **Barcode** from the pop-up insertion menu, the following dialog will appear. (This assumes that you have the required barcode fonts installed on your computer system.) Fill in all appropriate items, then click **OK** to insert the barcode. Click **Cancel** instead if you decide you don't want to insert the barcode after all.



- **Text**:
  Type the text you want to be interpreted as a barcode here.
- **Font**:
  Select the barcode font to use. (The list is a complete list of all available barcode fonts, not those which are actually installed on the Windows NT system. Go to the Windows NT **Control Panel** to check which fonts are installed.) Only **Code 39** barcode fonts are supported.

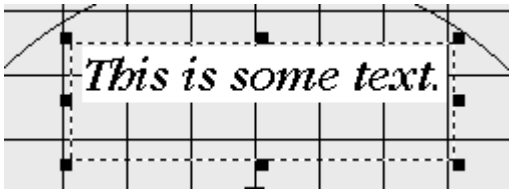
> You need to buy barcode fonts to use barcodes with ***MyDisc***. Ask your sales representative or Microtech customer service for more information.

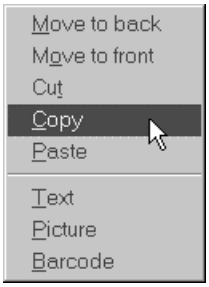
Note: If you don't see the **Barcode** item in the pop-up menu, that means that you don't have the required barcode fonts installed on your computer system. Contact Microtech customer service if this is the case.

Editing Items in a Layout

As you insert items into the disc layout, you'll see them in the layout window. Once an item is inserted, you can move it anywhere on the layout. Selecting it by clicking on it; selected items appear with resizing handles around them, as in the illustration below. Move the selected item by moving the pointer with the left (primary) mouse button held down. When you release the mouse button, the item will stay in the new

Text pop-up menu





Picture pop-up menu

location.

Besides moving and resizing items in the layout, you can change their properties. Pictures can be placed on top of or behind other pictures; text can be edited and its properties modified. For either item, these functions are available through *context-sensitive* menus; these are small menus which pop up when you right click

(using the right mouse button) on the item you want to change. The menu shown at the left above is the text-editing menu you get when you right-click on a text item. The one on the right is the picture-editing menu.

Moving Items in a Layout

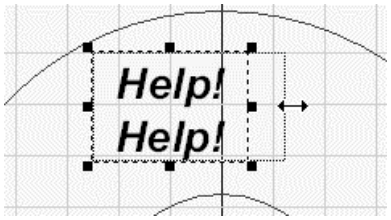
To move any item in a layout (text, picture or barcode), simply select the item by clicking on it in the layout, and drag it to the desired place while holding down the mouse selection button (left button for right-handed users).

If the **Snap to minor grid** option (in the **Options** menu) is checked, then the item will snap into position to the nearest minor grid. (The minor grid is shown in a lighter color than the major grid.) The spacing of the minor grid can be changed by clicking on the grid-spacing toolbar button ( ). In the case of text items, the part of the item which will snap to the grid depends on the setting of the **Anchor** control in the **Text Properties** dialog for the item. (Pictures always snap to the upper and left edges.)

Resizing Items in a Layout

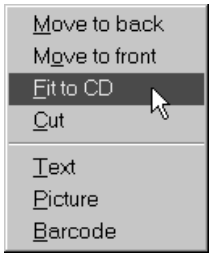
To resize any item, simply grab any of its resizing handles and move it with the mouse pointer to the desired place.

> Barcode items should *not* be resized, as this may make them unreadable.



The side handles (the squares in the center of each side) resize the item in one dimension only; the corner handles resize in both dimensions. Grab a side handle and you can make the item larger or smaller in the direction of that side only. (The cursor changes shape, into a double-ended arrow, when resizing.) **Be careful:** you can distort a picture if you're not careful by resizing it non-proportionally (more in one dimension than in the other).

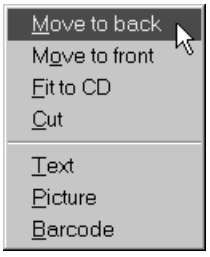
Covering an Entire Disc with a Picture



You can cover the entire surface of a disc with a picture by resizing the picture manually. However, ***MyDisc*** includes a function to do this for you easily. Select the picture you want to cover entire disc in the layout by right-clicking on it (use the right mouse button). From the menu which pops up, click on **Fit to CD**. The picture will be automatically sized to cover the entire disc's surface.

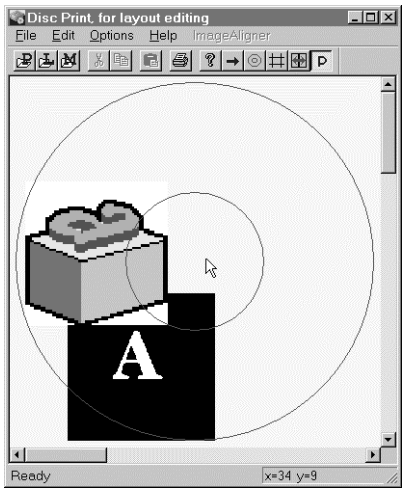
When you use the **Fit to CD** function on a picture, it is resized independently in both dimensions to the full size of the CD printing area. Therefore, pictures which aren't square (equal width and height) will be distorted. If you plan on using a picture to cover a CD, minimize the distortion by selecting a picture which is as square as possible, or crop the picture to make it square.

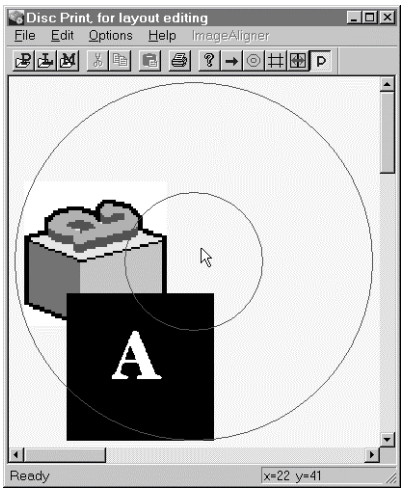
Adjusting Picture Layering



"Layering" means which picture will be "on top" when two or more pictures overlap in a ***MyDisc*** layout. You can control the ordering of pictures by using the **Move to back** and **Move to front** items in the picture pop-up menu.

The illustrations below show how layering works with pictures. In the first one, the upper picture is "in front of" the other picture, while the second one shows the upper picture behind the other one. Notice that since the picture's background color is not transparent, the rectangular edges of the pictures show even where the picture is "white" or clear.





Text items always print "in front of" pictures, no matter how the pictures are layered.

Deleting Items from a Layout

You can remove any unwanted items (pictures or text) from a disc layout. Select the item you want to remove. Click the right mouse button to bring up the pop-up menu. Select **`Cut`** from this menu to delete the item.

Saving a Layout

When you're done working on your layout, you can save it for later use or modification. To save a layout, select **`Save layout...`** from *MyDisc*'s **`File`** menu. In the dialog which appears, select the folder to save the layout in and give the layout a name (if you're creating a new layout) or select an existing layout file if you're modifying a previously-created layout.

Opening a Layout to Make Changes

After you create and save a layout, you can open it at any later time and make changes to it, or print it. You can either choose **`Open layout...`** from the *MyDisc* **`File`** menu, or click on the **Open layout file** button on the toolbar (the second button from the left). This will load the layout file along with any pictures in the layout.

Viewing CD Print Layouts with *MyDisc*

MyDisc shows you what a particular CD layout looks like, complete with all text and pictures. To view a layout, open it by using the open layout button on the toolbar ( ) or by selecting **`Open layout...`** from the **`File`** menu. When you open a layout, all of its components (including any pictures and pre-printed graphics) are loaded.

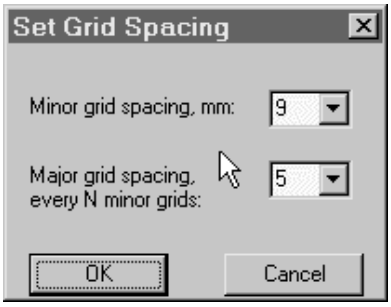
The layout you see displayed in the ***MyDisc*** workspace is the layout which will be used to print any discs you make. To use a different layout, either open a new one, or create a new layout.

When you open a layout, it will be shown in the ***MyDisc*** workspace. You can do any of the following things to control how the layout is displayed:

Display a grid over the layout:

By clicking the grid button on the toolbar (shown here), an alignment grid will be shown over the disc layout. The grid has lines spaced 100 location units (or 10 mm) apart to help you line up text.

To remove the grid display, click the grid button again.



Select the grid spacing:

The grid spacing button on the toolbar sets the spacing between lines on the grid. Clicking on this button opens the grid spacing dialog. Select the spacing values for both the "major grid" (darker lines) and "minor grid" (lighter lines). The minor grid spacing is given as millimeters between lines, while the major grid spacing is given as a number of minor grid lines.

Display CD outlines over the layout:

By clicking the CD outline button on the toolbar (shown here), two alignment circles will be shown over the disc layout. These outlines show the inner and outer boundaries of the printable area of a CD are also shown.

To remove the outline display, click the outline button again.

(**Note:** in order to show the CD outline, the **`CD coordinates`** item in the **`Options`** menu must be checked.)

Using *ImageAligner* to Print Text on Pre-Printed CDs

ImageAligner allows you to print text on CDs which are already pre-printed. Using a camera mounted over the CD printer, this facility automatically aligns the text to be printed with the pre-printed graphics on the CD. The result is a CD which looks as if it the text and other graphics were printed together.

> For complete information on using ***ImageAligner***, refer to the user's manual supplied with the ***ImageAutomator*** disc production system used to make discs.

Printing pre-printed CDs is a two-part process:

Before a pre-printed CDs can be printed, ***ImageAligner*** must be "trained" on its pre-printed graphic. This process consists of taking a "snapshot" of a blank pre-printed disc with the camera, and then manually aligning this snapshot on-screen. After this, ***ImageAligner*** will align printed text to this position when discs are printed.
You can either first create a printing layout and then train on the preprinted image, or you can train first and then create the layout. In either case, when you save the layout, the trained pre-printed graphic will be saved as part of the layout.

As discs are printed when you order discs to be made, ***ImageAligner*** takes a snapshot of each disc in the printer tray. Pattern-matching routines compare this snapshot to the one you "trained" it on; from this comparison it computes the amount that the material to be printed must be rotated in order to line up perfectly with the pre-printed graphics on the disc sitting in the tray. Then, before the text is printed, it is rotated *in software* before being sent to the printer. The resulting printing lines up with the existing image.

ImageAligner Is an Extra-Cost Option

To use the ***ImageAligner*** feature, the disc production system you're using (***ImageAutomator***) must be equipped with the option package, including the digital camera that mounts over the CD printer. If you're not sure whether this option is installed, check with your system or network administrator.

Printing Pre-Printed CDs Using *ImageAligner*

After you've trained ***ImageAligner*** using a blank pre-printed disc, you can run print jobs on those discs by simply using the layout file that you saved at the end of the training process. The layout file contains a link to the pre-printed graphic, so every time this layout is used to print CDs, ***ImageAligner*** will activate and orient the text before printing it over the pre-printed graphic.

Here's what happens when pre-printed CDs are printed:

1. **A disc is dropped into the open printer tray.** The disc is properly positioned under the camera, ready to have its picture taken.

2. **A "snapshot" of the disc is taken by the camera.** ***ImageAligner*** analyzes this image, comparing it to the trained pre-printed graphic. From this comparison, it determines how far to rotate the text to be printed in order for it to line up with the pre-printed graphic.

3. **Before the text is printed, it is rotated in memory to match the orientation of the disc in the printer tray.** After rotation, disc printing proceeds normally.

Once you've trained a printing layout on a pre-printed disc, ***ImageAligner*** will automatically be used when printing using that layout. (You can disable ***ImageAligner*** if needed by selecting **`Remove pre-printed graphic`** from the **File** menu on the **Create Disc Label** tab.)

Step 3: Making Your Disc

When you're done selecting files and setting up the label to be printed on your disc, it's time to go to the last tab and actually make the disc. Click on the **Make Disc/Image** tab to open it.

This tab is where you tell ***MyDisc*** to "do it" and create the disc(s) you want. In this tab, you can also

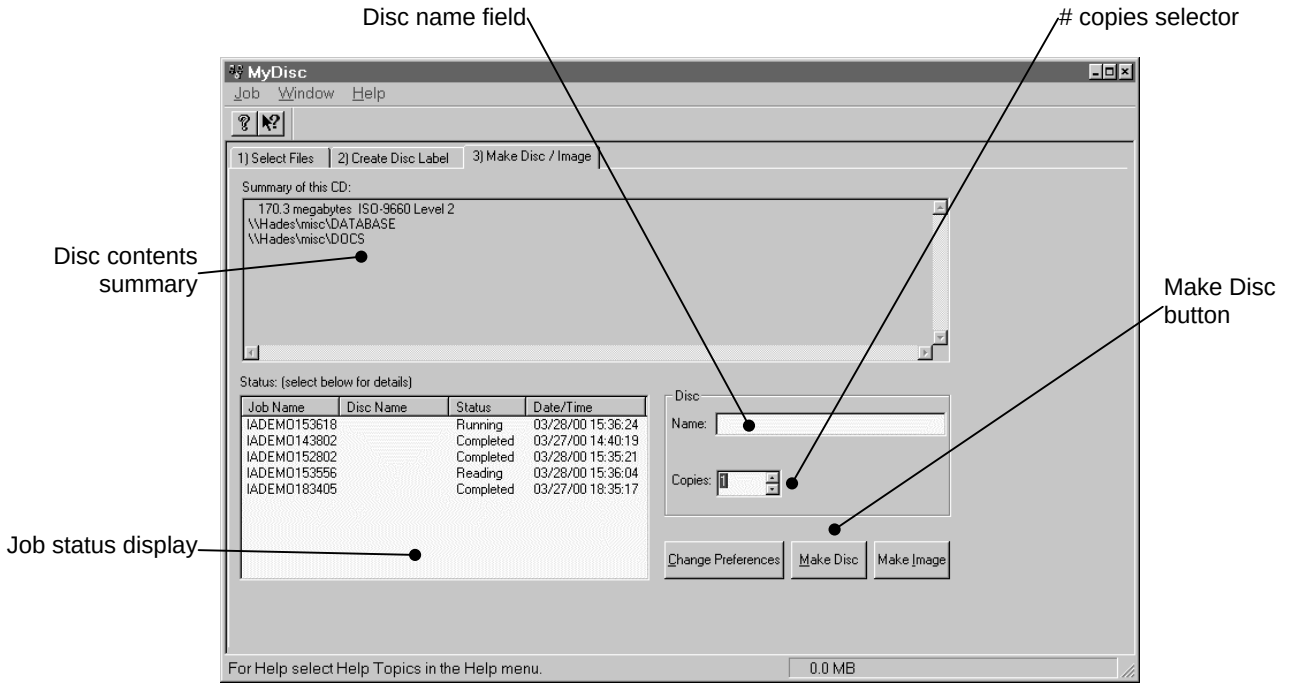
Set options which control the data formatting of the disc

Assign a name to the disc

Check on any other disc-making jobs which are in progress

See page 37 for notes on making a disc image instead of making discs.

The **Make Disc/Image** tab is shown below with some important parts labeled.



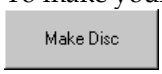
The **disc name field** is where you enter a name for your disc. This name will appear as the volume name of the CD when the disc is read (for instance, when someone opens the disc on their computer).

The **number of copies** field sets how many copies of the disc you have just set up will be made. The default number is 1. You can type in a different number or use the "spinner" controls (up- and down-arrows) to change the number.

The **disc contents summary** area shows a list of the selections you've made for your disc. The first line of this display tells you how much data you will be putting on your disc, followed by the type of disc. (For data discs, the amount is given in megabytes of data; for audio discs, the total play time of the disc is shown.) Each selection (file or folder for a data disc, or audio track for an audio disc) that you made in the file selection dialog will have an entry in the summary.

The **job status display** area lets you check on any disc making jobs which are currently in progress. Each current job is shown with status information. See **Checking Disc Jobs** on page 31 for details.

To make your disc, fill out the disc name field and select the number of copies you want, then click the



button to start the disc-making process. While the disc is being made, you can watch the job

status display area to check the job's progress. When the disc is done, go to the disc production system and pick it up from the output stack.

Naming the Disc

Every CD-ROM disc has a name. This name is what will appear, at some location, when you open the disc on a computer. The field marked **`Disc name:`** on this dialog is where you enter the name for the disc you're creating. This name can be up to 32 characters long. (Technically, this field is known as the *volume identifier*, or *volume ID*.)

The exact usage and restrictions on this name field varies from one computer system to another, and depends on the type of disc you're making. Therefore, you should take these restrictions into account when entering text into this field.

> **For ISO 9660 discs**, the ISO specification imposes rather severe restrictions on the allowable characters in this field. Only the following characters are allowed: **`A-Z`** (uppercase only), **`0-9`**, and the underscore character, _.
>
> **For ISO 9660 Level 2 and Rock Ridge discs**, the ISO specifications still apply to this field. However, the operating systems used on the computers which will read these discs will accept a much larger set of characters.

The moral of the story is this: use any characters other than the ISO characters described above with caution. (Even if the characters in this field are deemed to be "illegal" by the reading computer system, the worst which will probably happen is that the disc name will be shown as a blank.) If you're concerned about compatibility with whatever system reads your disc, then stick to the ISO character set.

Setting the Number of Copies

You can make one or more copies of the disc you're creating. If you make multiple copies, each copy will be identical to every other in the batch.

When you start ***MyDisc***, the number of copies will be set to 1. To choose another number, either type the number directly in the **`Number of copies:`** field, or use the "spinner" controls (the little buttons with up and down arrows on them) to change the number.

Setting *MyDisc*'s Options

There are several options which affect the data formatting of discs and other aspects of ***MyDisc***'s behavior. These options are covered in detail in the section below, ***MyDisc* Options** on page 33.

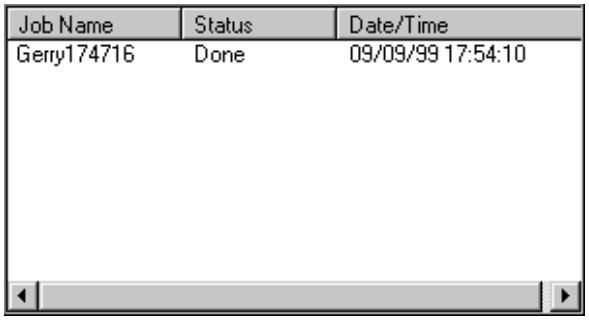
To change any option settings, click the

button to open the options dialog.

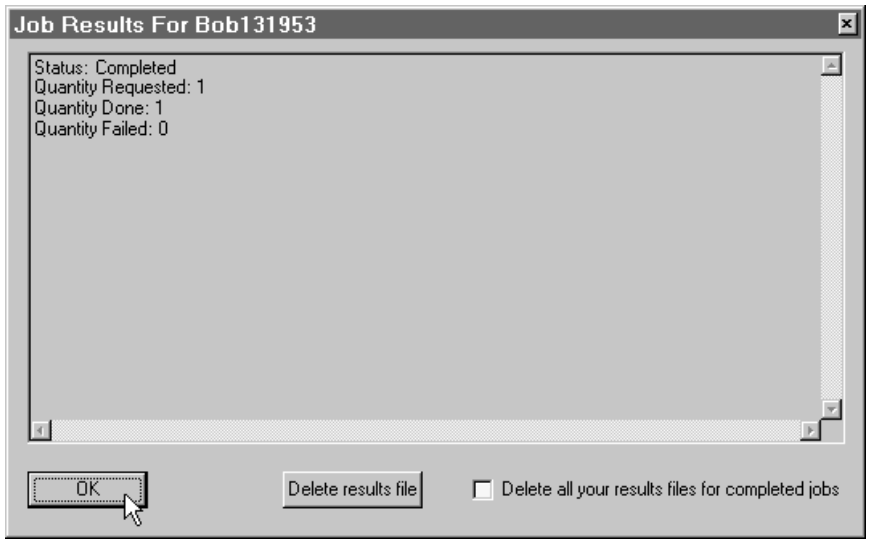
Checking Disc Jobs

When you click the

button to make your disc, what you're actually doing is starting a *disc production job*. You can check the progress of each job by looking in the job status display area on the **Make Disc** tab. Each job gets a name, which is your user name (the name which you use to log on to your workstation) followed by a unique number. For instance, if you log on as **`Fred`**, one of your job names might be **`Fred143839`**. (Only *your* jobs will appear in your job status display.)



Each of your jobs gets an entry in the job status display area, showing the job name, the current job status, and the time the job was last checked or was completed. To see more details about a particular job, click on the job's entry to open a *job details window*.



The job details window shows the following information for each job:

The job name (in the title bar of the dialog)

How many discs you asked for (**`Quantity Requested`**)

How many discs were successfully made (**`Quantity Complete`**)

How many discs failed or were rejected (**`Quantity Failed`**)

The current status of the job

Removing Job Entries

When you get job status details, you have the opportunity to remove the job entry from the list. (You probably only want to do this if the job is completed successfully.) To remove the job status entry, click the Delete results file button. Otherwise, if you want to retain the job status information, click the OK button to close this dialog.

Cancelling Queued Jobs

If, after submitting a disc-making job with ***MyDisc***, you decide you don't want to make the disc after all, you can cancel the job, but only while it is still queued. By "queued" we mean when the job is sitting in the job queue waiting to be started. You can tell a job is queued by checking the job status display area described above. Any jobs which show a status of "**`Queued`**" are still waiting to run. Once a job has started running on the disc production system, it can't be cancelled.

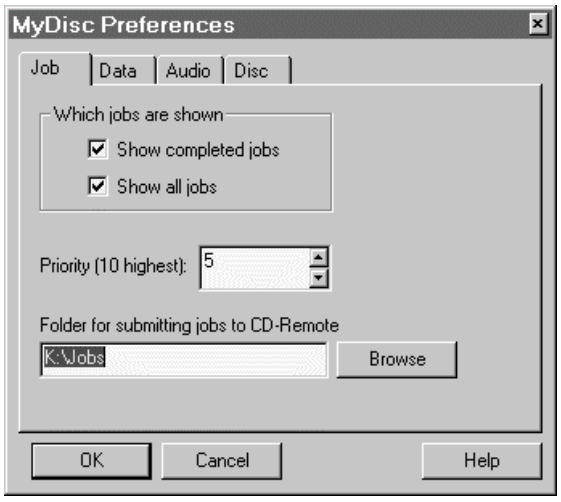
To cancel a queued job, open the job details window by clicking on the job entry in the job status display. In the details window, click the Cancel Job button. The job will be removed from the job status display list.

MyDisc Options

MyDisc has several option settings which control important aspects of its behavior. The Change prefences button, located on the **Make Disc** dialog, opens the **Preferences** dialog. This dialog is divided into separate tabs, each a mini-dialog containing related options. Each tab is described in order below.

Preferences—Job Tab

This tab contains options which affect how disc production **jobs**—that is, each instance of an order for making one or more discs—are handled by ***MyDisc***.



`Which jobs are shown:`
This selects what jobs are displayed in the ***MyDisc*** job status display. There are two items which can be checked here:

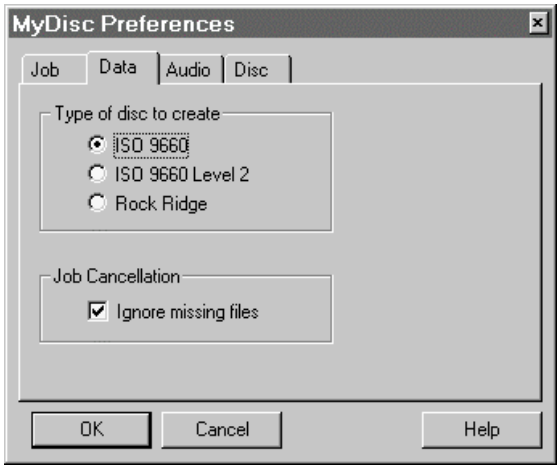
- **`Show completed jobs:`**
  If checked, this will put jobs which have completed in the job status display. Otherwise, completed jobs will disappear from the display.
- **`Show all user's jobs:`**
  If checked, all jobs from all users for the selected disc production system will be shown. Otherwise, only your jobs will be shown.

`Priority:`
This sets the priority for any jobs submitted from ***MyDisc***. The priority determines which jobs will run first when jobs "compete" against each other; jobs with higher priority get preference and will run before lower-priority jobs. The priority range is 1 to 10.

`Folder for submitting jobs to CD-Remote:`
This selects which disc production system will be used to make your discs. This item should normally only be set once, when you install and set up ***MyDisc***, and not changed after that.
Click the Browse... button: this opens a standard Windows file selector dialog. Navigate to the folder where you want jobs to be submitted; select the folder by clicking on it, then click Open to put the name of the folder in the **`Look in`** field at the top of the dialog. Click Open again which selects the folder and closes the dialog. (Be sure not to change or remove the filename which appears in the **`File name`** field.)

Preferences—Data Tab

This tab contains options which affect the formatting of data discs only (not audio discs).



`Type of disc to create:`

This choice selects the format for data discs created by ***MyDisc***. It's important to select the proper format for your disc, which depends on the type of computer system it will be read on. The choices are:

- **ISO 9660:**
  This format creates discs which can be read by practically any computer system. ISO 9660 imposes some rather severe restrictions, however, most importantly on file and subdirectory names: these are limited to **8.3** characters (1 to 8 characters for the name followed by a period, with an optional 1-to-3 character "extension"), and only the following characters may be used in file and subdirectory names: **`A-Z`** (uppercase only), **`0-9`**, and the underscore character, _. Therefore, you *cannot* use ISO 9660 if the files you're putting on disc have long filenames (for example, a report called **`Sales report-Dec'99.doc`**)

- **ISO 9660 Level 2:**
  This format creates discs which are readable both by computers which use **Microsoft Windows** (often referred to as "PCs" and by **Macintosh** ("Mac") computers. It allows long names for files and folders.

- **Rock Ridge:**
  This format creates ISO 9660 discs with the *Rock Ridge extension*, which allows long file and folder names. You'll want to use this format if you're creating discs to be read on a computer system which runs under the **Unix** operating system. (Rock Ridge is an extra-cost option which requires licensing on the ***ImageAutomator*** disc production system.)

`Job Cancellation:`

This group of options contains choices which affect how data disc production jobs are checked for problems (and potentially cancelled if problems occur). There is one option:

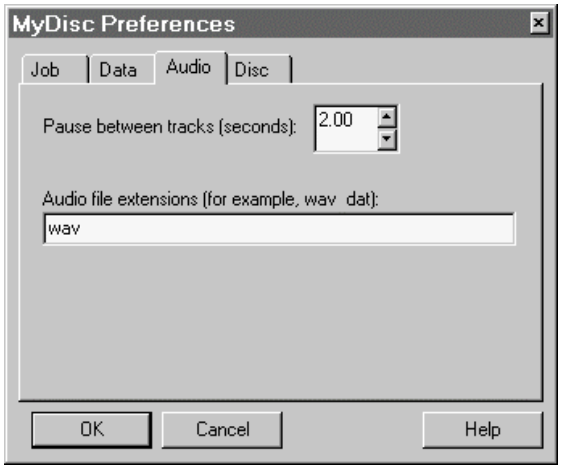
- **`Ignore missing files:`**
  If this option is checked, then any files which are missing at the time discs are made will be ignored. (Files can come up "missing" if they exist at the time they are selected, but have been deleted by the time discs are actually being made.) A file can also appear to be "missing" if it is being used by someone else who has exclusive access to the file (for instance, if another user is editing a document).

  > Leave this item *unchecked* if it's critical that all the files you select are actually copied to the data disc.

  If this item is *not* checked, then any missing files will cause a disc production job to be cancelled.

Preferences—Audio Tab

This tab contains options which affect the formatting of audio discs only (not data discs).



`Pause between tracks (seconds):`

This sets the length of pause time between audio tracks. Pause time is a length of absolute silence placed in between audio selections. The default setting is **2 seconds**. Either type in a new value, or use the "spinner" controls (up- and down-arrows) to change the existing time.

`Audio file extensions:`

This selects the allowable file extensions for valid audio track files. By changing this item, you change the types of files which ***MyDisc*** recognizes (and displays) as valid audio data files. Only such valid file types will be displayed in the audio file selection tab.
Enter the allowable "extensions" in a list, with each item separated by spaces or commas (for example, **`wav dat`** or **`wav, dat`**).

The following are standard, recognized valid audio file types:

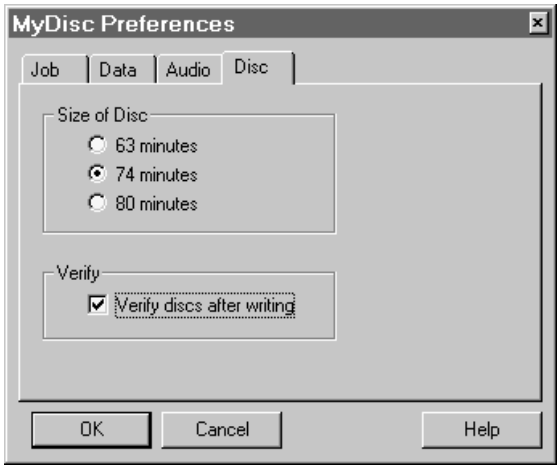
TYPE	EXTENSION	NOTES
Wave	**`.WAV`**	Most common type of audio track file
Raw	—any—	

Note that all audio track files used by ***MyDisc*** must meet the following criteria:

- The **sampling rate** must be **44.1 kHz**
- They must be in **stereo (2 channels)**
- They must contain **16-bit samples**

Preferences—Disc Tab

This tab contains options which affect the whole disc, regardless of the type (data or audio).



- **`Size of Disc:`**
  This selects the data size of the discs you create. "Size" in this case doesn't refer to the physical size of the discs: it means "how much data can I put on the disc?" (The size is given in terms of how much audio data will fit on a disc.) There are three possible sizes currently available., The default choice (**74 minutes**) is by far the most common; the other two sizes are rare. The sizes are:

DISC SIZE	DATA CAPACITY
63 minutes	550 Mb
74 minutes	650 Mb
80 minutes	700 Mb

The size selection is used by ***MyDisc*** to gauge how much space is available on a disc when you're selecting files and folders to put on it. This allows the file selector (the first tab) to show you how much space is left, and alert you when you're close to filling a disc or have filled it. **Keep in mind that these data capacities are approximate only.**

`Verify discs after writing:`
This setting selects whether your discs will be verified after being written (recorded or "burned") on the disc production system. Verification consists of reading the entire disc and comparing it to the source data to make sure that the disc is a 100% accurate copy of that data. See the section **Verifying Your Disc Copies** below for a more detailed explanation.

Making Disc Images Instead of Discs

Instead of making discs, you can make an image of the disc: this image is a file which contains all the data and formatting information needed to make a readable copy of the disc. The image can be used to make any number of disc copies, using disc duplication software on a Microtech disc production system.

You can make an image instead of a disc, but you can only do this on the Microtech production system itself (such as the ***ImageAutomator 150*** system). This procedure is covered in the *ImageAutomator 150 User's Manual*.

Verifying Your Disc Copies

MyDisc's job is to make CDs whose data is 100% accurate (meaning that all data on the disc exactly matches the source files which were selected). However, in the real world, nothing is perfect: though rare, it is possible for a bad disc (that is, one whose data is not exactly the same as the source files) to be made. This can be caused by problems with the blank media being used, the CD writer being used, or a combination of the two.

This is why it's important to verify disc copies after they're made. Verification is the process of reading the data on each copy and comparing it to the original source data, byte by byte. If every byte is exactly the same as on the original disc, then the copy passes the verification pass. Otherwise, the copy is rejected, and the disc will be placed on the "reject" stack of the disc production system.

4

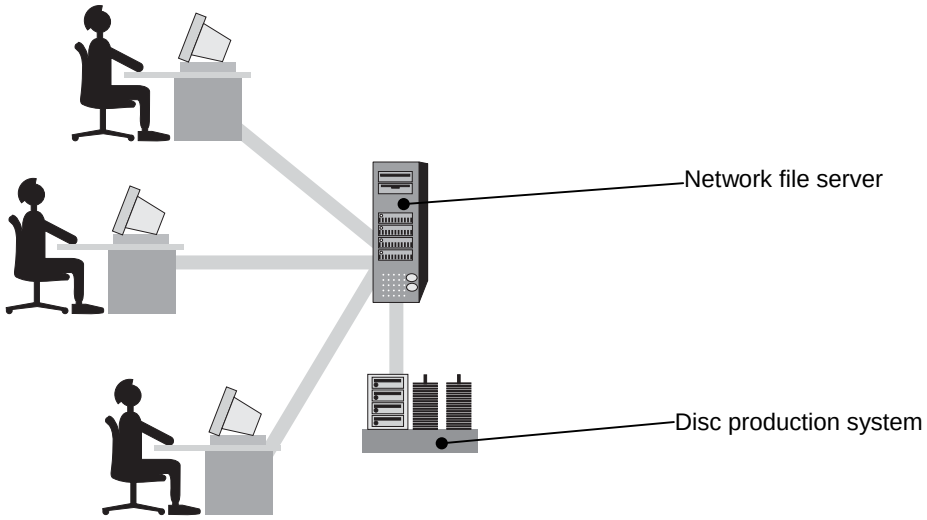
Appendix

MyDisc Installation For the System Administrator

You've found the section in the "back of the book" which is intended only for the eyes of the guru, the all-seeing, all-knowing system administrator (or network administrator, or whatever title they are known by in your organization). Regardless of their title, their job is to set up the system so you can get your work done, and maintain it so that you can continue to do that work. So, if you're not such a person, don't say we didn't warn you: **technical stuff ahead!**

Solving the Network Puzzle

Before delving into the details, it's big-picture time. The diagram below shows a typical network installation in which users can use ***MyDisc*** to make discs on a central disc production system. Each user's workstation has the ***MyDisc*** software (either the software itself or a shortcut to a central copy of that software on the file server: more on this choice later).



This is not the only possible configuration for ***MyDisc***; for instance, the disc production system (an ***ImageAutomator*** system) could itself be used as a file server. However, the configuration above is the recommended way to set things up.

After explaining how to actually install ***MyDisc*** in the next section, we'll revisit this configuration when it comes time to set up each user's ***MyDisc*** configuration and to set up the disc production system so they can successfully talk to each other. This is covered in the section **Selecting the Job Folder on the Network**, starting on page 41.

Remote Installation of *MyDisc*

This section covers the remote installation of the ***MyDisc*** software, where the software resides on a network file server, and each user's workstation only has a shortcut to this software. There are two advantages to this arrangement. The first is that in the event of a software upgrade, only one copy of the software needs to be upgraded in order for all users to have the upgraded software. In addition, having everyone use a centralized copy of the software allows you, the system administrator, to set the same default settings for all users. (Each user can still change these defaults to suit themselves, as each user's settings are stored locally.)

Here's the installation procedure for remote ***MyDisc*** usage:

1. **On the network file server**, follow the software installation instructions given on page 6. (All users who wish to use ***MyDisc*** must have access to this server.)

2. **On each user's workstation**, create a Windows shortcut to the ***MyDisc*** software. There are several ways to do this, depending on where the shortcut will be placed. (A shortcut can go directly on the desktop, in a folder on the desktop, or in the Windows **Start** menu.) Probably the easiest way to create a shortcut is directly on the desktop:

   Right-click on any open space on the desktop. (You'll need to close or minimize application windows if you can't see the desktop.) From the menu which pops up, select **`New→ Shortcut`**.

   Follow the directions in the **Create Shortcut** dialog. Instead of typing a command line in the first part, click the

button to open a standard Windows file selector. Locate the **`MyDisc.exe`** application where it's installed on the network drive which is mapped to the file server you installed the software on. In the next step, you can just do what the dialog title says: **Select a Title for the Program** (hint: you don't have to name the shortcut "Shortcut to…").

Once you've finished the last step, the user will have a desktop shortcut they can double-click to start ***MyDisc***. (Placing the shortcut in a desktop folder or in the Windows **Start** menu is left as an exercise to the reader.)

Selecting the Job Folder on the Network

This section covers a crucial part of setting up ***MyDisc***. The illustration above on page 40 shows how the disc production system used to make discs for ***MyDisc*** users is attached to the network, as is the network file server. The important thing about this arrangement is that the ***CD-Remote*** job files (which each user creates whenever they make an order for a disc) should reside on the file server. (They don't have to, but there are several good reasons why this is the best place for them.)

This means that both the ***MyDisc*** software each user runs and the disc production system must agree on where this job folder is.

On the *MyDisc* side:

The procedure for installing ***MyDisc*** includes selecting this folder (using the

button on the **Make Disc** tab to open the **`Preferences`** dialog).

On the disc production system side:
Set the **`IncomingDir`** item in the **`CD-Remote.CFG`** configuration file to the job folder. (See page 42 for details.)

The network file server will only require about a megabyte of free disc space for the job folder. (The actual data which gets copied to CD gets stored temporarily on the disc production system.)

Configuring Disc Production Systems for Use with *MyDisc*

This section is for system administrators or others whose job it is to set up and maintain users' computers and the disc production systems which serve ***MyDisc*** users. As ***MyDisc*** sends disc requests to a remote system for production, these systems must be properly configured to work properly.

In addition to configuring the disc production system(s), the administrator also needs to configure ***MyDisc***, both on a global level (on the network where the software is installed) and on each user's workstation.

Configuration for the disc production system(s) used by ***MyDisc*** consists of making changes to the items in the ***CD-Remote*** configuration file on those systems. Those items which must be set in order for ***MyDisc*** to work correctly are listed here. For complete descriptions of all configuration items, please refer to the ***CD-Remote*** manual, *CD-Remote: Building Custom CD-R Applications with ImageMaker Remote Job Scheduling*.

There are three settings which are necessary for ***MyDisc*** and ***CD-Remote*** to work together properly.

`IncomingDir: <`*`job submission folder`*`>`
This is the folder that ***CD-Remote*** checks every few seconds for new jobs. ***MyDisc*** must be configured to use this same directory in order for ***CD-Remote*** to process ***MyDisc*** orders.

Example:

```
IncomingDir: \jobs
```

`LocalDir: <`*`temporary file folder`*`>`
Each of these statements (there can be more than one in the configuration file) tells ***CD-Remote*** which folders on its local hard drives can be used for creating temporary images and copies of print files. ***CD-Remote*** will delete all these files when the job is complete. These temporary file folders will be used in the order in which they appear in the configuration file, so when there are multiple hard drives on the disc production system, be sure to specify these temp folders in an order that spreads them evenly across hard drives. For example, **`D:\Temp`**, **`E:\Temp`** and **`F:\Temp`** may all be on one hard drive and **`H:\Temp`**, **`I:\Temp`**, **`J:\Temp`** and **`K:\Temp`** may be on a second hard drive. In this example, you should specify directories in the following order: **`D:\Temp`**, **`H:\Temp`**, **`E:\Temp`**, **`I:\Temp`**, etc., alternating between the two hard drives.

Example:

```
LocalDir: D:\Temp
LocalDir: E:\Temp
LocalDir: F:\Temp
```

`DeleteStatusOnExit: TRUE`
This is the default setting for ***CD-Remote***, Release 1.07, Build 5, but it was *not* the default for earlier versions. (In fact, some early versions don't support this item at all.) ***MyDisc*** checks for the status file to determine if ***CD-Remote*** is running or not. When ***MyDisc*** is about to submit a job, it checks for the status file and reports a warning to the user if it does not exist. When this item is set to **`TRUE`**, ***CD-Remote*** will delete the status file when it is shut down.

Additional *CD-Remote* Settings for *MyDisc*

There are a couple of other ***CD-Remote*** settings which may be useful for ***MyDisc*** installations. These settings must be used with some care. The recommended setting for each item is shown.

`ClearLocalDirs: TRUE`
This setting causes ***CD-Remote*** to automatically delete all of the files in the specified **`LocalDir`** folders upon startup. (This is *not* recommended for installations where ***ImageMaker*** may be used to store images on the local hard drives.)

`CleanupFilesDays: 7`
Typically, the ***CD-Remote*** result files will be removed when users check the final status of their jobs in ***MyDisc***. This setting tells ***CD-Remote*** to clean up old result files after the specified number of days in case some users don't delete their own files. (This option only works with ***CD-Remote*** Release 1.07 Build 5 and later.)

Setting Global Defaults for All *MyDisc* Users

A typical installation of ***MyDisc*** is to install a single copy on a network drive and for all users to run that single copy. In the folder where the executable program **`MyDisc.exe`** is located, there is a global settings file called **`MyDisc.Ini`**. This file can be changed with any text editor to set global preferences for all users. (This should only be done by a qualified administrator.) The following are the items in this file which can be changed:

`JobFolder: <job submission folder>`
This is the folder where ***MyDisc*** will submit job files. ***CD-Remote*** must be configured to use the same folder.

`Verify: TRUE | FALSE`
This should be set to **`TRUE`** or **`FALSE`** to set the default for performing (or not) a separate verify pass for every disc that is created.

`PremasterType: <disc type code>`
This sets the default type of disc to make. The type codes are as follows:

`0`: **ISO-9660** format
`1`: **ISO 9660 Level 2** format
`2`: **Rock Ridge** format. (This requires licensing from Microtech on the ***CD-Remote*** system.)

`ResultDir: <result files folder>`
This setting is optional. Typically, ***CD-Remote*** will write job result files to the same folder that the jobs were submitted. Over time, this may create a bit of file clutter. This setting can be used to specify an alternate folder for creating the result files.

`DiscSize: <disc size code>`
The disc size codes are:

`0`: 63-minute media
`1`: 74-minute media (most common)
`2`: 80-minute media

`ShowAllJobs: TRUE | FALSE`
This selects whether the default setting for all users will be to show all users' jobs in the job display (on

the **Make Disc** tab). If this setting is **TRUE** (and the user doesn't change it), then all users' jobs will show. Setting it to **FALSE** shows only the user's own jobs.

ShowComplete: TRUE | FALSE
This selects whether the default setting for all users will be to show completed jobs in the job display (on the **Make Disc** tab). If this setting is **TRUE** (and the user doesn't change it), then jobs which have completed will show. Setting it to **FALSE** shows only jobs in progress.

AudioPause: *<pause time between tracks>*
This sets the default pause time which will be inserted between tracks when making audio discs. The pause time is set in seconds; the default (standard pause) if this statement isn't specified is 3 seconds.

AudioExtensions: <list of audio file extensions>
This specifies which audio file types, by default, will show in the file selection window when the user is choosing tracks for an audio disc. The list contains the extensions without a period, separated by commas or spaces. The defaults (if this statement isn't specified) are shown in the example below.

Example:

```
AudioExtensions: wav dat
```

Individual users can customize their default settings. Their default choices are stored in the registry on their computer.

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